

What Is Officer Skills Capture?

For More Information On Officer Skills Capture

United States Navy Officer Skills Capture

On Feb. 14, 2005, a select group of approximately 6,000 Naval Officers kicked-off the first phase of the highly visible Officer Job Analysis project which looks to define the knowledge, skills and abilities (KSA's) of more than 45,000 officers in the U.S. Navy.

Officer Skills Capture is a workforce analysis of all DON personnel - active duty, reservists, officers, enlisted, & civilians - which will allow a cross-comparison of all communities involved. Through the data collected via the Officer Job Analysis survey, an analysis of that data will identify basic job information, critical job components and variety or repetition within a job.

It will lead to securing, managing, and motivating the Navy workforce to optimize performance - a form of asset management.

The Sea Warrior program implements our Navy's commitment to the growth and development of our people. It will serve as the foundation of warfighting effectiveness by ensuring the right skills are in the right place at the right time. Led by the Chief of Naval Personnel and Commander, Naval Education and Training Command, Sea Warrior will develop naval professionals who are highly skilled, powerfully motivated, and optimally employed for mission success.

Like Sea Warrior, Officer Skills Capture is an initiative project that seeks to improve the Manpower, Personnel, Training, and Education (MPT&E) process that involves the six essential factors of human capital: people, work processes, managerial structure, growth & development, promotion and selection incentives.

The Officer Skills Capture project will allow the collaborative team to better understand the roles and responsibilities of officers in the fleet. Secondly, it provides an opportunity to understand how to best prepare our Naval Officers for the job that they are performing now, leading to more efficient and effective performance.

Visit the following websites:

Human Performance Center (HPC)

<http://www.hpc.navy.mil>

Naval Personnel Development Command (NPDC)

<https://www.npdc.navy.mil>

Navy Manpower Analysis Center (NAVMAC)

<http://www.npc.navy.mil/AboutUs/navmac>

Navy Knowledge Online (NKO)

<http://www.nko.navy.mil>

(password required)





Matching the **Right** Sailor, With the **Right** Skills, In the **Right** Job, At the **Right** Time

How Does the Process Work?

The process is divided into three phases. In the first phase – the survey development phase – nearly 15% of officers will be interviewed in an attempt to develop a comprehensive, skills-based survey package. That survey will be released to the Navy's remaining officers during the second phase in summer 2005.

The survey development group, known as the Strategic Task Analysis Representatives (STARS), will be a randomly selected group of officers made up of five to 10 representatives from every Navy Officer Billet Classification (NOBC). The STARS will be asked to answer a series of questions based upon their rank, geographic area, NOBC and any other criteria that has the ability to affect one's knowledge skills and abilities.

With the knowledge captured from the initial STARS, a survey will be developed and available online, or on a CD that will be distributed to ships and officers at sea. After all participants have completed the survey, results will then be analyzed in the final phase post-survey.

The results captured from the Officer Skills Capture survey will include: basic job information, identification of critical job components, identification of gaps in the workforce and allow for reduction of job redundancies.

Officer Skills Capture will allow the Navy to better assign work to various communities based on these characteristics and their capacity to fill these requirements. As such, it becomes a catalyst for transforming how we grow our workforce, to include career development, recruitment, training, advancement and distribution of the workforce to meet the needs of today and tomorrow.

Align Officer Communities with **DON Human Capital Strategy (HCS)**

